

Course Descriptions

Intro to computers -Where it all begins! **2 sessions**

Take the first step and join the computer world that affects our everyday lives! Computers can be fun and an extremely helpful avenue for research on any subject via the internet (the information highway). We will help you get past the fear of using a computer. Just remember it can only do what you command it to do! You are in charge!

What's the Hype about Skype? **1 session**

All you need is a webcam and Skype and you can actually have a free video call to anywhere in the world, very cool! Learn how to download the free software, set it up, and get talking! No more expensive long distance calls to friends and loved ones.

(Pre-requisite: Internet basics)

Fun with Facebook **1 session**

Stay connect with family and friends. Learn how to create your own facebook account. We will walk you through this step by step secure process.

(Pre-requisite: Internet basics)

Excel Basics **2 sessions**

Learn how to format cells, identify functions and create a spread sheet. You will copy your work to your flash drive to refine at home for your 2nd lesson.

(Pre-requisite: intermediate skills & USB flash drive use)

Coming in April:

USB Flash Drive Back by popular demand! **1 session**

What is it and how do I use it? These small, portable, popular and convenient devices are wonderful for storing and transferring information and pictures from computer to computer. Avoid leaving your personal information on a public computer, take it with you when you go on your USB Flash Drive! (Pre-requisite: Intro to computers)

iTouch Club Apps! iTunes! Photos! Calendars! Wi-Fi Hotspots! are some of the many components featured on the iTouch. What a fun and useful gadget! Do you have one? Do you want to share what you have learned with others and pick up some tips for yourself too? Then join the club it will be lots of fun! Contact Wendy for details.

Organizing your Email **1 session**

Create folders to organize your inbox, sent mail, unread mail and more. Create a contact list. Learn how to use the convenient calendar for daily and event planning.

(Pre-requisite: Internet basics, email account)

Computer Lab Class Schedule

Pre-registration required!

Contact Wendy at 203-315-0687 or stop in to sign up for a class. Must be a member of Canoe Brook, (Branford resident, age 60+). Fees: \$ 5. (per 2-hour session)

\$ 10. (2 sessions)

\$ 15. (3 sessions)

Note: All classes now require the use of a USB flash drive. They cost about \$10 - \$15 and can be purchased at Walmart, Staples, or FedEx Kinkos. Please purchase a 1gb USB flash drive prior to your first class.

<u>Date</u>	<u>Time</u>	<u>Course</u>	<u>Class Code</u>
March 9,11	10am-12pm	Intro to computers	C0964
March 18	2pm-4pm	Skype	Free
March 25	2pm-4pm	Fun with Facebook	C0965
March 26, 30	1pm-3pm	Excel Basics	C0966
March 29	2 pm	iPod Club	Free
April 1	1pm-3pm	Usb Flash Drive	C0967
April 7	1pm	iTouch Club	Free
April 20	1pm-3pm	Organize Email	C0968

Note: Classes on using your digital camera have been temporarily suspended; Charlie Grabenstein who volunteers his time teaching this class is recovering from injuries sustained in a recent car accident. We wish Charlie a speedy recovery and look forward to seeing him soon.

iPod Club - Join our **i-Pod* Club* as we endeavor to unravel the mysteries of this modern marvel of media storage. Share your horror stories of trying to download just one song. Share the heartbreak of accidentally erasing your entire music library (ask Bil about this one). Share your joy in finally figuring out what "sync" means, but most importantly, share your knowledge & learn from others, as together we learn how to get the most from this amazing little machine. **Mar 29 2:00 p.m.**

Stop by and use the Lab to practice!

The Computer Lab is available for you to use when there is not a class in session. The more you use the computer the easier it becomes! Please no cell phones, or food and drink in the lab. Thanks!

Computer Lab Printer Usage:

To help offset the rising cost of ink & paper, we are now charging 15 cents per page for the black and white printer. These charges do not apply to class time projects. For color printing try Staples, or FedEx Kinkos.